

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**September 8, 2008**

Present: Peter J. Ruffner, President  
Stephen J. Gaughran, Vice-President  
Eileen Montalbano, Secretary  
Patricia Coughlin, Asst. Financial Secretary  
Marilyn Griffin, Director

Absent: John Rall, Financial Secretary

Guests: Barbara McDonald, Joe McMahon, Nassau County Legislator David Denenberg

**CALL TO ORDER**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:07p.m.

**PERMISSION FOR MR. RALL TO BE EXCUSED FOR THE BOARD MEETING**

On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano the Board approved the absence of Mr. Rall for the Board of Trustees meeting.

**ORGANIZATIONAL MEETING**

Peter J. Ruffner was sworn in as elected trustee by Mr. Gaughran for a 5-year term commencing July 1, 2008 and ending June 30, 2013.

On the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board unanimously voted the following slate of officers:

Peter J. Ruffner, President  
Stephen J. Gaughran, Vice-President  
Eileen Montalbano, Secretary  
John Rall, Financial Secretary  
Patricia Coughlin, Asst. Financial Secretary

The following designations were approved on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin:

<b>LIBRARY AUDITOR -</b>	R. S. Abrams & Co. LLP
<b>LIBRARY ATTORNEY -</b>	Furey, Kerley, Walsh, Matera & Cinquemani, P.C.
<b>INSURANCE COMPANY -</b>	Utica National Insurance Co. provided by HomeTown Insurance
<b>OFFICIAL NEWSPAPER-</b>	Wantagh Seaford Citizen South Bay's Neighbor
<b>DEPOSITORY BANK -</b>	Commerce Bank

## **WOMEN OF DISTINCTION**

The Board of Trustees congratulated Mrs. Griffin as a recipient of the "Women of Distinction" award for her extraordinary leadership and community service.

## **APPROVAL OF MINUTES**

The minutes of the meeting of June 9, 2008 were approved on the motion made by Mrs. Montalbano, seconded by Mr. Gaughran and unanimously passed.

## **APPROVAL OF THE WARRANTS**

The following warrants were approved on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, which unanimously passed:

# 68 - June 12, 2008	- 33,436.16
# 69 - June 26, 2008	- 56,238.61
# 70 - June 30, 2008	- 27,192.67
# 71 - June 30, 2008	- 6,011.87
# 01 - July 1, 2008	- 19,245.90
# 02 - July 10, 2008	- 35,779.83
# 03 - July 14, 2008	- 7,945.96
# 04 - July 14, 2008	- 22,998.70
# 05 - July 24, 2008	- 58,137.78
# 06 - August 7, 2008	- 36,600.23
# 07 - August 11, 2008	- 8,625.23
# 08 - August 11, 2008	- 11,076.58
# 09 - August 11, 2008	- 13,865.51
# 10 - August 21, 2008	- 57,042.96
# 11 - September 4, 2008	- 36,030.20
# 12 - September 8, 2008	- 11,923.15
# 13 - September 8, 2008	- 13,217.18
# 14 - September 8, 2008	- 4,352.28

## **MONTHLY OPERATING SCHEDULE**

The Monthly Operating Schedule was reviewed by the Board. Mr. Gaughran discussed the graphs he distributed prior to the meeting.

## **TREASURER'S REPORT**

The Treasurer's Reports for the months of June, July & August 2008 were approved on the motion by Mrs. Montalbano, seconded by Mr. Gaughran, which unanimously passed.

Mr. Ruffner requested that the Audit Report be mailed to the Board of Trustees when available. He also suggested that Mrs. Griffin contact Library Auditor, Mr. Abrams, and ask him to attend the October Board of Trustees Meeting to present an overview of the 2007/2008 Audit Report.

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**ANALYSIS OF OIL COSTS** - The library has budgeted \$9,800 for fuel oil costs in FY 2008/2009. The current New York State contract is held with Hess Corporation which lists per gallon pricing adjustments on a weekly basis. In FY 2007/2008, we burned 3,394 gallons of oil. In past years, as many as 5,000 gallons have been burned. As a result, we estimate that anywhere from \$11,462 to \$16,886 will be spent on fuel oil this year.

**ONLINE DATABASES AND NLS CORE COLLECTION** – COLA (Committee for Online Library Acquisitions) is continuing its efforts to develop a core collection. Individual libraries will be able to post links to all of the resources acquired in the core collection on their own library websites. However, this core collection will also be accessible via a portal being developed for NLS by the Ivy Group. This central point of access to electronic services will be branded as NASSAU E and a logo is being created. This portal will include online services, such as Live Homework Help and 24/7 Live Librarian. Effective as of 9/1/08, these two new online databases will be available to the public through the library's website.

**A/C PROJECT** – Installation of a new air handler has taken place on the basement level of the library. Paperwork confirming the completion of this phase of the A/C project will be signed and forwarded to the State Education Department Division of Library Development so that the final 10% payment of the grant award will be sent to the Library.

**BLOOD DRIVE/PATRON ISSUE** – On Thursday, August 21<sup>st</sup> a student run blood drive was successful and 53 pints were collected. A patron who questions some aspects of blood services pricing and distribution policies began to distribute flyers outside the library just after the blood drive began at 2pm on that day. The situation was addressed through the efforts of Mr. Harvey Schaffler, Executive Director of the Long Island Blood Services and Justin Schwarz, regional representative. The library neither took, nor has, any opinion regarding the patron's position.

**TOH PARKING LOT S-1 PROGRESS REPORT** – According to the Town of Hempstead Department of Engineering, field survey work has been completed for the parking lot. The design will include the decorative green lampposts and brick-paver sidewalk used at the LIRR station. This project will be ready for bidding this fall with the construction to follow in the late fall or in the spring of 2009 depending upon the weather and the low bidder's schedule. Since parking spaces will be limited when this project starts, Mr. Ruffner suggested informing the public about this project in the library's newsletter around January or February 2009.

## **CORRESPONDENCE**

Acknowledgement letter from Town of Hempstead Supervisor Kate Murray

Re: Improvement project for Town of Hempstead Parking Field S-1

Congratulation letter for 1<sup>st</sup> Annual "Women of Distinction" Award for 2008 from Assemblyman David McDonough

Re: Marilyn Griffin was selected as recipient of the "Women of Distinction" Award

Thank you letter to the Friends of the Library

Re: Thank you for their generosity and support of the Library

Thank you letter to Hahnefeld Family

Re: Donations in memory of Dot Hahnefeld have been used to purchase a community services bulletin board

Letter from Ms. Greenspan and letter of response

Re: Notary service

Letter from William Cullen

Re: Acknowledging the discontinuation of his services as legal counsel

Thank you letter from East Broadway School

Re: C. Schaaf's participation in their annual "Reading is Magical" celebration

Notification letter to Majestic Cleaning Service

Re: Discontinuing of service contract

Letter to Glenn Matera, Attorney at Law

Re: Retaining legal services that covers the FY ending June 30, 2009

## **PERSONNEL**

**PAID LEAVE FOR CANCER SCREENINGS** – Mrs. Griffin reported that the governor recently signed a bill clarifying that government employees are entitled to up to four hours paid leave for prostate and cancer screenings and up to eight hours paid leave for colon cancer screening. In order to comply with this law, a category will be added for “cancer screenings” on the request for leave form. Individual staff members will be asked to furnish the library with a receipt showing that the actual medical appointment took place. Text will also be added to the Staff Manual which explains this new benefit.

**403B PLANS – THIRD PARTY ADMINISTRATOR** - Effective January 1, 2009, 403B contributions will be established and maintained by the employer and the employer will need to take the active role in plan oversight and management. Information sharing/service provider agreements must be obtained from all vendors to whom 403B contributions are made via payroll deduction. The library directors have cooperatively approached the Omni Group, an independent third party administrator offering plan compliance services. Omni will create and maintain an employer’s plan document. They will handle all forms and record keeping as well as process all changes. They will monitor all loans, exchanges, transfers and hardship withdrawals by staff. As part of a group pricing agreement, each participating library will be charged a one time set up fee of \$1,500, a plan document fee of \$500 and an annual maintenance fee of \$3000. The service agreement is currently being reviewed by NLS attorney Bill Cullen on behalf of all libraries. After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board of Trustees unanimously agreed to sign the one year agreement with Omni Group as the library’s 403B Plans Third Party Administrator.

Mr. Ruffner also suggested that for the next budget year, a line for “Professional Fees” should be added under the Mandatory Charges in preparation for this expense.

**OLD BUSINESS** - None

## **INCREASING LIBRARY EFFECTIVENESS**

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material. Mr. Ruffner thanked Mr. Gaughran for the analysis.

## **NLS AND OTHER ORGANIZATIONS**

**RFID (RADIO FREQUENCY IDENTIFICATION) INFORMATION WORKSHOP FOR TRUSTEES** – A workshop was scheduled for library trustees to provide an overview of the strategic value of a system RFID implementation and to acquaint trustees with the benefits of this technology. It was scheduled for Tuesday, October 28<sup>th</sup> at NLS. After a brief discussion, Mrs. Montalbano and Mr. Gaughran agreed to represent the Board of Trustees at this meeting.

## **NEW BUSINESS**

**CALENDAR FOR THE YEAR 2009 AND PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR YEAR 2009** – After a brief discussion, it was agreed to postpone further discussion until the next Board Meeting.

**LONG TERM PLAN**- None

**CONSOLIDATION ISSUES**- None

## **PUBLIC COMMENT**

Mrs. McDonald had some questions which were answered by Mr. Ruffner.

**NASSAU COUNTY LEGISLATOR, DAVID DENENBERG**

Nassau County Legislator, David Denenberg congratulated the members of the Board of Trustees at their annual re-organization meeting. The Board of Trustees also participated in a photo op with Legislator Denenberg.

**EXECUTIVE SESSION**

On the Motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board entered into Executive Session at 9:15pm to discuss tenant issues.

The Board reconvened in open session at 9:28pm on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin.

There being no further business the meeting was adjourned at 9:29pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, October 6, 2008 at 7:00 p.m.

Respectfully submitted by  
Amy Law